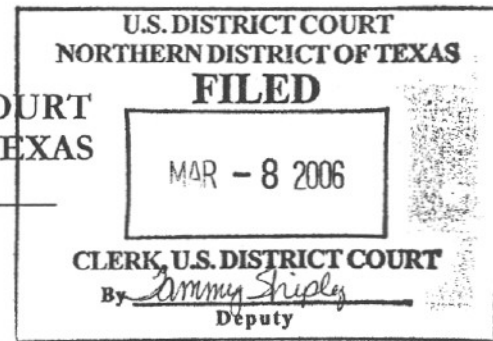


IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF TEXAS



MISCELLANEOUS ORDER NO. 61

Miscellaneous Order No. 61 dated February 21, 2003, is hereby amended to read as follows:

Opening Paragraph

Federal Rules of Civil Procedure 5 and 83 and Federal Rule of Criminal Procedure 57 authorize the courts to establish practices and procedures for the filing, signing, service, maintenance, and verification of documents by electronic means. Subject to LR 83.1 and LCrR 57.1 and unless otherwise ordered in an individual case, the procedures in this Order and in the clerk's office ECF User Guide shall control electronic filing in the Northern District of Texas.

Rule 12. Public Access; Attorney Responsibility to Redact

Any person holding a login and password to the court's public access to electronic records system ("PACER") may read, download, store, and print the full text of certain court documents, including documents filed using the ECF system, via the Internet. This is true even if the person is not a party to, or an attorney appearing in, the case. Only an ECF user may file documents in a case.

The following documents will not be available for inspection through PACER, even if a party holds a login and password:

- 1) a sealed document
- 2) a document in a social security case; and
- 3) in general, a document in a criminal case that the Judicial Conference has determined should not be in a public case file, such as an unexecuted summons or warrant, the statement of reasons in a judgment of conviction, and a financial affidavit filed in seeking representation pursuant to the Criminal Justice Act.

In a social security case only counsel of record may retrieve a document other than the case docket sheet.

An attorney or a pro se party should not include private or sensitive information in any document filed with the court. If a social security number, tax identification number, a minor's name, a person's birth date, or a financial account number must be included, include only:

- 1) the last four digits of the social security number or tax identification number;
- 2) the minor's initials;
- 3) the year of birth; or
- 4) the last four digits of the financial account number.

In a criminal case, if a home address must be included, only the city and state should be included.

Because documents may also contain information implicating not only privacy but also personal security concerns, an attorney or pro se

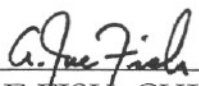
party should also exercise caution when filing a document that contains any of the following information:

- 1) Medical records, treatment, and diagnosis;
- 2) Employment history;
- 3) Individual financial information;
- 4) Proprietary or trade secret information;
- 5) Information regarding the victim of any criminal activity;
- 6) National security information;
- 7) Sensitive security information as described in 49 U.S.C. § 114(s); or
- 8) Information regarding an individual's cooperation with the government.

In connection with the filing of any material using the ECF system, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically-identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

The court will consider a motion to seal or for a protective order on its individual merits.

SO ORDERED this 8 day of March, 2006.



A. JOE FISH, CHIEF JUDGE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS